

New: 01/07/09	ARIZONA DEPARTMENT OF EDUCATION POLICY & PROCEDURE	NO. EX-36
SUPERSEDES: N/A		Sheet 1 of 2
SUBJECT: MIGRANT EDUCATION PROGRAM CONSORTIUMS		FILING INSTRUCTIONS (Policies & Procedures Manual) Section: External As item: EX-36

I. PURPOSE

To provide uniformity, consistency and accuracy in the Identification and Recruitment (ID&R) and services provided to students in areas where there is no established Migrant Education Program (MEP).

II. BACKGROUND INFORMATION

The Arizona Department of Education (ADE) Migrant Education Program (MEP) contracts with area school districts to ensure that all eligible students are identified. When an LEA does not meet the required number of students to sustain an MEP, ADE works with local area schools to pursue the development of a Consortium. There is an agreement between the districts to conduct Migrant Identification and Recruitment and serve eligible students in the area.

III. PROCEDURE

Timeliness:

- All consortia agreements will be finalized prior to the start of the school year. Consortia will be created and adjusted as required due to changes in Migrant student population and needs in the areas served by the Consortium.

Process:

In areas where Identification and Recruitment has not previously been conducted:

- LEAS shall report to the Arizona Department of Education (ADE) Migrant Education Program (MEP) areas where there are possible unidentified migrant student.
- The Identification and Recruitment (ID&R) Specialist will investigate whether unidentified migrant students live in the area. This is done by:
 - Contacting the local education agency (LEA) for information on increasing/declining enrollments
 - Visiting the area to speak with owners/ managers of agricultural fields and dairies to determine if there is qualifying work
 - Speaking with local area parents who may be migrant
 - Working with the LEAs to start the ID&R process
 - Creating a contract between the LEAs to determine duties and responsibilities. Included will be a timeline for the identification of the home LEA which will take MEP ID&R and Program duties in the area.

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Combining Programs due to declining numbers-

- The ADE MEP will only fund projects that have more than 20 students. When an LEA has less than 20 students, a consortium agreement will be pursued between neighboring LEAs to ensure that migrant students will receive services.
- In May, Statewide Services provides data listing the number of migrant students in each project. ADE MEP staff review the data and look for any projects with less than 20 students. A list of projects with less than 20 students is submitted to the MEP State Director.
- The MEP State Director will meet with the declining MEP LEA as well as neighboring LEAs with an established MEP. A draft consortium agreement between the LEAs will be pursued, establishing the roles of the consortia members in servicing the migrant students.
- The draft is reviewed by the MEP State Director and sent out to the school boards to be approved.
- Once approved, the serving LEA becomes the fiscal agent for the MEPs.